

Minutes of the Personnel Committee

Tuesday, July 17, 2012

Chair Paulson called the meeting to order at 1:00 p.m.

Present: Supervisors Duane Paulson, Dan Draeger, Jennifer Grant, Jim Jeskewitz, Pauline Jaske, Kathleen Cummings, and Mike Crowley.

Also Present: Chiefs of Staff Mark Mader and Shawn Lundie, Administration Director Norm Cummings, Information Technology Manager Mike Biagioli, Business Services Administrator Donn Hoffmann, Senior Information Technology Professional John Gorski, AFSCME Council 40 Lead Research Analyst Martha Merrill, Internal Audit Manager Lori Schubert, Journal/Sentinel Reporter Laurel Walker, Senior Financial Analyst Bill Duckwitz, Legislative Policy Advisor Sarah Spaeth, Human Resources Manager Jim Richter, Employee Benefits Administrator Pete Hans, and Principal Human Resources Analyst Terri Sgarlata-Lutz. Recorded by Mary Pedersen, County Board Office.

Approve Minutes of 6-19-12

MOTION: Crowley moved, second by Draeger to approve the minutes of June 19. Motion carried 7-0.

Schedule Next Meeting Dates

- August 21

Ordinance 167-O-031: Approve Contingency Transfer For Additional 2012 Election Costs

N. Cummings, Biagioli, Hoffmann, and Gorski were present to discuss this ordinance to transfer \$387,300 from the Contingency Fund to cover costs associated with the recent recall elections and election problems in the County Clerk's Office. The funds will be used towards ballots (\$130,900); memory pack readers (\$40,100); legal notices in newspapers (\$8,100); temporary extra help (\$1,800); miscellaneous elections costs (\$10,100); consultant programming (\$237,300); consultant study (\$15,000); and election system programming training costs (\$4,000). This is the second Contingency Fund transfer in 2012 for the County Clerk's Office; the first being \$60,000 which was used towards recall election purposes.

N. Cummings said some of these costs could have been avoided had there been proper business practices and sound management decisions. New procedures had to be put in place. The County Clerk has endorsed recommendations outlined by SysLogic, an outside consultant. These include staff training and a back-up system. Command Central, an outside programming firm, will program the August election. They will also aid in the training of two additional employees in the County Clerk's Office, one of them being the Deputy County Clerk. The back-up system was operational during the May and June elections but not the April election. County information technology and budget staff were instrumental in its implementation and will continue to assist the County Clerk's Office in the future. The August election will be the most complex in four years. N. Cummings went on to discuss automation changes and internal controls, some short-term and some long-term.

The problems that occurred were not fraudulent nor was there any impropriety but were all procedural, based on management decisions.

Paulson asked about system access by other employees. N. Cummings assumed the trained staff would have access. Jaske felt it was important to be sure this is fact and not assumed. N. Cummings assumed that since the County Clerk agreed to their training, she will allow them system access. Crowley asked if other counties have the same voting system. N. Cummings said Biagioli contacted two counties that use the same system. Both had a modem that worked although neither chose to upgrade because there is no modem approved by the Federal Elections Commission. Also, they did not want to use a memory card system. He noted this system should have been replaced a long time ago and the other counties were nervous about this system also. N. Cummings praised K. Cummings' idea on cross training. To answer Grant's question, N. Cummings advised SysLogic studied and reported on the County Clerk's business practices, not the voting system. Jaske asked what does the \$10,000 in miscellaneous elections costs entail. Duckwitz replied most of it was for specialized coding needs (contracted) in Mukwonago and Menomonee Falls as they have unique equipment. N. Cummings feels it is important each municipality use the same equipment and this will be looked into.

MOTION: Grant moved, second by K. Cummings to strike lines 17 through 30 of the ordinance.

Grant did not believe these lines were necessary as they were personal in nature. Draeger did not believe the verbiage was untrue. Crowley was concerned with the lack of accountability by the County Clerk and how this could have been avoided. These problems have cost the taxpayers a lot of money. The verbiage justifies the reasoning for the expenditure and Crowley feels it should remain intact. N. Cummings also mentioned accountability and how much of these costs could have been avoided, not only this year but also for last year's recount.

Motion defeated 2-5. K. Cummings and Grant voted yes.

MOTION: Jaske moved, second by Crowley to approve Ordinance 167-O-031. Motion carried 7-0.

Ordinance 167-O-029: Approve Modifications To The 2013 Health Insurance Plans

Richter explained this ordinance as outlined which authorizes a number of changes to the County health plan for active employees aimed at stabilizing County costs and employee premiums. It is estimated these changes will result in a nearly \$800,000 savings from the previous plan structure to offset against 2013 projected medical inflation. The ordinance consolidates the two options under the Choice Plus Plan into a single option, and establishes an employee premium cost share of 12% for participants in the Health Assessment Program. Employees electing not to participate in this program will contribute 15%. There is also a second health insurance option; the Health Savings Account Health Plan. It is estimated that the 2013 impact (medical inflation net of plan design savings) will increase about \$150,000 or about 0.9% over 2012 costs. These changes will be addressed in the 2013 budget proposal. Staff went on to review in-network and out-of-network deductibles and co-insurance costs for single and family plans, and maximum out-of-pocket expenses.

MOTION: Jaske moved, second by Draeger to approve Ordinance 167-O-029. Motion carried 7-0.

Ordinance 167-O-030: Ratify Teamsters Labor Agreements For 2011 And 2012

Richter explained this ordinance as outlined which adjusts the wage rates for employees represented by Teamsters Local 200. A 0.97% across-the-board increase (ATB) would be made effective January 1, 2011 for all covered employees. A 1.50% ATB would be made effective December 31, 2011. The overall fiscal impact is \$3,965,873 for 2011 and \$4,025,360 for 2012, a 1.50% increase (includes salaries, social security, and retirement).

MOTION: Crowley moved, second by K. Cummings to approve Ordinance 167-O-030. Motion carried 7-0.

Update on the Total Compensation Study

Richter distributed copies of "2012 Total Compensation Study" which included information on the consultant and steering committee, current County salary administration policy, compensation study scope and objectives, and frequently asked questions. Segal Consulting will do a detailed survey on pay and benefits for 12 public sector jurisdictions. They will also use nationally published private sector data, more detailed data than what we could obtain as a County. Staff have identified 75 benchmark jobs to be part of the study and covers the full range of classifications throughout the County. The study will determine how we compare to the market in pay and benefits, to both the public and private sectors. Recommendations will be brought to this committee and the full County Board in the future. The study will look at internal compression issues with possible recommendations. Richter opined that we are likely to find some jobs that are overcompensated and some that are undercompensated. The newly non-represented employees (formerly union represented) will now have their jobs evaluated by the Hay Job Content System, the same system used for years for the non-represented employees which is done internally. Richter said the County has too many clerical and administrative classifications and we need to make them broader with greater flexibility. The Pay for Performance System has been in place for some time for the non-represented employees and staff will be looking at whether or not to include the newly non-represented employees in this system.

Closed Session

MOTION: K. Cummings moved, second by Draeger to go into closed session at 2:55 p.m. in accordance with Section 19.85 (1)(e) Wis. Stats. for the purpose of discussing collective bargaining issues relative to the Deputy Sheriffs. Motion carried 7-0.

MOTION: Grant moved, second by Jaske to return to open session at 3:20 p.m. Motion carried 7-0.

MOTION: Jeskewitz moved, second by Grant to adjourn at 3:20 p.m. Motion carried 7-0.

Respectfully submitted,

Pauline T. Jaske
Secretary